



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## AIRPORT OPERATIONS SUPERVISOR

Job Number: 20000441

Job Code: 10850V000101

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 06/16/1982

Job Revised: 01/16/2009

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the flightline operations in the maintenance and operation of an airport buildings, grounds and facilities; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have four years of aviation experience in maintenance, repair or operations.

#### **Substitute EDUCATION for EXPERIENCE:**

Related technical training will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Related experience will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises flightline personnel in the maintenance and operation of airport runways, lighting, grounds and buildings. Supervises personnel and assists in the servicing and storage of aircraft and sales and inventory of fuels and oils. Interprets and enforces departmental policies and procedures relating to airport operations. Coordinates maintenance and records of all ground support equipment. Coordinates maintenance of point of sale equipment. Prepares and maintains records and reports such as inventory and sales reports for fuel and oil products, daily hangar inventories, and flightline section sales receipts. Serves as airport safety manager including training and recordkeeping. Coordinates operations, spill control, quality control training and record keeping. Maintains public relations. Evaluates existing operations and recommends changes and improvements to airport and facilities.

**UNIQUE PHYSICAL REQUIREMENTS:**

Incumbents in this job title work with hazards to include proximity to moving mechanical parts, electrical current, high places, and exposure to chemicals. Incumbent must possess the ability to sit, stoop, and climb and must be able to lift, push, and pull 70 pounds.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title are subject to outside environmental conditions such as all types of weather conditions, including extreme heat and cold; excessive ambient noise; and oscillating movements of the extremities or entire body of aircraft.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*